



PROFESSIONAL EMPLOYMENT, INC.

Waukegan 847-249-1100 FAX 249-1133
Libertyville 847-816-6500 FAX 816-1272

DATE _____ COUNSELOR _____

WHAT SOURCE LED YOU TO OUR FIRM? _____

HAVE YOU EVER BEEN TO ANY MATTHEWS OFFICE BEFORE? [] YES [] NO
HAVE YOU EVER BEEN PLACED BY MATTHEWS? [] YES [] NO

PLEASE ANSWER CAREFULLY AND COMPLETELY ALL QUESTIONS WHICH APPLY TO YOU. TO BE CONSIDERED A VIABLE APPLICANT OF MATTHEWS YOU MUST SUPPLY HEREIN A CONCISE SUMMARY OF YOUR BACKGROUND, INTERESTS, ABILITIES, AND AMBITIONS SO A DETERMINATION CAN BE MADE AS TO WHETHER WE WILL BE ABLE TO HELP YOU IDENTIFY A POSITION THAT MEETS YOUR DESIRES AND QUALIFICATIONS.

LAST NAME FIRST MIDDLE MAIDEN NAME NICKNAME

PRESENT ADDRESS CITY STATE ZIP PHONE NUMBER CELL/PAGER #

PREVIOUS ADDRESS CITY STATE ZIP ALTERNATE PHONE E-MAIL

ARE YOU UNDER 18? ARE YOU AVAILABLE TO WORK: [] FULL TIME [] PART TIME [] TEMPORARY
ARE YOU A SMOKER? SOCIAL SEC. OR EMP. AUTH. CARD #

CURRENT DRIVER'S LICENSE? [] YES [] NO CAR? _____ OTHER TRANSPORTATION? _____

ARE YOU A U.S. CITIZEN OR OTHERWISE AUTHORIZED TO WORK IN THIS COUNTRY? [] YES [] NO VETERAN? [] YES [] NO DD214 [] YES [] NO

BRANCH OF SERVICE _____ RANK _____ DUTY (M.O.S.) _____ DATE SERVICE STARTED _____ DATE SERVICE ENDED _____

Table with 8 columns: KEYBOARD SPEED, CREDIT/COLLECTIONS, CORRESPONDENCE, 10 KEY, DATA/ORDER ENTRY, PAYROLL, BOOKKEEPING, ERP/SAP/OTHER, INVENTORY, PURCHASING/BUYER, FORKLIIFT, SHIP/REC, SWITCHBOARD, COMPUTER SOFTWARE, FOREIGN LANGUAGES, ASSEMBLY, MACHINE OPERATOR, QUALITY CONTROL, COMPUTER/INFORMATION TECHNOLOGY

Table with 7 columns: SCHOOL, NAME OF SCHOOL, CITY, MAJOR COURSE OR SUBJECT, GRADUATE? DEGREE?, GPA, (*) ACTIVITIES. Rows include HIGH SCHOOL, COLLEGE (OR JR.), NIGHT SCHOOL / GED, and ADDITIONAL EDUC.

LIST YOUR MOST RECENT POSITION FIRST: The more we know about you, the better we can serve you. Be accurate and complete.

Form for job entry 1: DATES FROM TO, FIRM NAME, ADDRESS, CITY/STATE/ZIP, TYPE OF BUSINESS, SUPERVISOR: NAME/TITLE, FIRM'S PHONE, STARTING SALARY, FINAL SALARY, PLUS COMM./BONUS?, JOB TITLE, DUTIES, REASON FOR LEAVING

Form for job entry 2: DATES FROM TO, FIRM NAME, ADDRESS, CITY/STATE/ZIP, TYPE OF BUSINESS, SUPERVISOR: NAME/TITLE, FIRM'S PHONE, STARTING SALARY, FINAL SALARY, PLUS COMM./BONUS?, JOB TITLE, DUTIES, REASON FOR LEAVING

Table with 5 columns: EMPLOYMENT DATES FROM TO, COMPANY NAME AND ADDRESS, POSITION OR TYPE OF WORK, SALARY OR WAGES, REASON FOR LEAVING

BUSINESS EXPERIENCE RECORD, Continued

WHICH POSITION DID YOU LIKE BEST? _____ WHY? _____

WHICH POSITION DID YOU LIKE LEAST? _____ WHY? _____

IF YOU ARE PRESENTLY EMPLOYED, WHY DO YOU WISH TO LEAVE YOUR POSITION NOW? _____

_____ RATE YOUR SENSE OF URGENCY 1 2 3 4 5 6 7 8 9 10
LOW HIGH

ARE THERE OTHER INDIVIDUALS WHO WILL INFLUENCE YOUR DECISION TO ACCEPT A JOB OFFER AS IT RELATES TO SALARY, LOCATION OR JOB DUTIES?

IF YES, WHAT IS THEIR RELATIONSHIP TO YOU? _____ WHAT ARE THEIR EXPECTATIONS FOR YOU? _____

WHEN ARE YOU AVAILABLE FOR INTERVIEWS? _____

WHAT IS THE EARLIEST DAY YOU CAN START WORK (Be specific.) _____

HOBBIES, CLUBS, ASSOCIATIONS OR OTHER INTERESTS (OPTIONAL) _____

HAVE YOU EVER BEEN DISCHARGED FROM A JOB? _____ WHY? _____

BONDED? _____ WHEN? _____ GOVT. SECURITY CLEARANCE? _____ WHEN? _____

POSITION NOW DESIRED (State specifically. Also give second and third choices):

1. _____ 2. _____ 3. _____

SALARY DESIRED: \$ _____ SALARY WILL ACCEPT \$ _____

HOW FAR WILL YOU COMMUTE? _____ ARE YOU OPEN TO RELOCATION? _____

WHAT IS YOUR ULTIMATE CAREER GOAL? _____

IF YOU HAVE MADE APPLICATION OR SCHEDULED INTERVIEWS ANYWHERE WITHIN THE LAST THREE MONTHS, PLEASE LIST THIS WAY YOUR COUNSELOR WILL KNOW WHICH FIRMS NOT TO BE CONTACTED FOR YOU.

DATE _____	CO. NAME _____	SOURCE _____	DATE _____	CO. NAME _____	SOURCE _____
DATE _____	CO. NAME _____	SOURCE _____	DATE _____	CO. NAME _____	SOURCE _____
DATE _____	CO. NAME _____	SOURCE _____	DATE _____	CO. NAME _____	SOURCE _____

ARE YOU PARTICULARLY INTERESTED IN ANY OF THE ABOVE? _____

DO YOU HAVE AN OFFER OF EMPLOYMENT WITH ANY OF THE ABOVE? _____

PLEASE LIST TWO PERSONAL REFERENCES (CO-WORKERS OR SUPERVISORS – PEOPLE WHO KNOW YOUR ABILITIES AND WORK HABITS – **NOT** RELATIVES, PERSONAL FRIENDS OR PROMINENT CITIZENS).

NAME _____	NAME _____
HOME ADDRESS _____	HOME ADDRESS _____
HOME PHONE _____ WORK PHONE _____	HOME PHONE _____ WORK PHONE _____
POSITION _____	POSITION _____
COMPANY _____	COMPANY _____

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

I HEREBY CERTIFY THAT THE ANSWERS GIVEN AND ALL INFORMATION PROVIDED IN THIS APPLICATION ARE TRUE AND CORRECT. I HAVE A SINCERE AND IMMEDIATE INTEREST IN SEEKING NEW EMPLOYMENT. I AUTHORIZE MATTHEWS PROFESSIONAL EMPLOYMENT, INC. TO PROVIDE MY COMPLETE SOCIAL SECURITY NUMBER TO ANY PROSPECTIVE EMPLOYER AND ALSO TO BE USED IN OBTAINING FORMER EMPLOYMENT RECORDS, BACKGROUND CHECKS, AND IN ADMINISTERING DRUG TESTING. I AUTHORIZE ALL MY PREVIOUS EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND/OR REFERENCES TO PROVIDE ANY INFORMATION CONCERNING MY EDUCATIONAL OR EMPLOYMENT RECORDS, INCLUDING MY PERSONAL CHARACTER AND HABITS FOR PURPOSES OF EMPLOYMENT DECISIONS. **I HEREBY EXPRESSLY AUTHORIZE MATTHEWS PROFESSIONAL EMPLOYMENT, INC. TO PREPARE INVESTIGATIVE REPORTS BASED ON SUCH INFORMATION REQUESTED BY POTENTIAL EMPLOYERS ON A CASE-BY-CASE BASIS AND TO COMMUNICATE THE RESULTS OF THOSE REPORTS.** I ALSO AUTHORIZE DRUG SCREENING IN CONNECTION WITH MY EMPLOYMENT, THE RESULTS OF WHICH MAY BE COMMUNICATED ONLY BY MATTHEWS PROFESSIONAL EMPLOYMENT, INC. IN A REPORT TO A PROSPECTIVE EMPLOYER. THIS TEST IS TO BE CONSIDERED PROPRIETARY AND CONFIDENTIAL PROPERTY ONLY FOR THE PURPOSES SET OUT HEREIN AND NOT TO BE RELEASED FOR ANY OTHER PURPOSE. I UNDERSTAND THAT I HAVE A RIGHT TO REQUEST INFORMATION CONTAINED WITHIN MY FILES, SUBJECT TO THE TERMS OF THE FAIR CREDIT REPORTING ACT. I HEREBY RELEASE ALL SUCH PERSONS IDENTIFIED HEREIN FROM LIABILITY OR DAMAGE INCURRED AS A RESULT OF SUCH INQUIRIES AND THE GATHERING AND/OR FURNISHING OF SUCH INFORMATION AND REPORTS.

WITNESS: INTERVIEWER _____ APPLICANT'S SIGNATURE _____